



# **Occupational Safety and Health Training Requirements**

MARCH 2005

Summary of Occupational Safety and Health Training and  
Required Frequency

Type Training	Initial	Weekly	Monthly	Annual	2 years	3 years	4 years	5 years	Notes
AED Go TO "First Aid/CPR/AED"									
ATV	4 hours								Recom. Periodically
Asbestos Abatement									
Inspector	24 hrs			8 hrs					Medical clearance
Mgmt Planner	16 hrs			8 hrs					
Spvsr/comp person.	40 hrs			8 hrs					Medical clearance
Designer	32 hrs			8 hrs					
Abatement Worker	32 hrs			8 hrs					Medical clearance
O&M Worker	16 hrs			8 hrs					Medical clearance
Awareness	2-4 hrs								
Bloodborne Pathogens									
Trainer	20 hrs				16 hrs				
Employee	4 hrs			4 hrs					
Boat Operator									
Dist.MB Dirctr - SO	40 hrs					Teach			
Dist.MB Instructors	40 hrs					Teach			
Dist.Operators	24 hrs							8 hrs	
Confined Space Entry									
Awareness (QA's etc)	2-8 hrs								
Entrants	4-8 hrs			4 hrs					
Attendants	8-16 hrs			4-8 hrs					To include rescue drill
Rescuers	8-16 hrs			4-8 hrs					To include rescue drill
Supervisors	24 hrs			4-8 hrs					To include rescue drill
Crane Operator									
Instructor/Trainer	24 hrs								And addt'l exper/trng
Other Operators	24 hrs			8 hrs				24 hrs	Med. Clear. Every 2 years
Defensive Driving	4-8 hrs						4-8 hrs		
Diving									
COE Divers	120 hrs						80 hrs		plus 12 dives/year
COE Dive Inspector	40 hrs						40 hrs		
COE Dive Supervisor	160 hrs						80 hrs		partic. 12 dives/year
Drilling	OJT								
Drowning Prevention	X								
Electrical Safety	X								as necessary
Emerg. Evac/Fire Prevnt.	X			X					

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Required Frequency

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Emerg.Spill Response									
1st Respdr - Awareness	4 hrs			2 hrs					
1st Respdr - Ops.Level	8 hrs			8 hrs					
HazMat Tech/Spec.	40 hrs			8 hrs					
On-scene Incident Cmdr	40+ hrs			8 hrs					
New Employee Orientation	X								
Ergonomics	2 hrs								then as needed
Explosive Actuated Tools	X								
Fall Protection	2-8 hrs								
Fire Extinguishers, Port.	2 hrs			1 hr					
Fixed Fire Exting.Systems	X			X					
First Aid/CPR/AED	8 hrs			CPR*	CPR*	1st Aid			Depending on vendor
<b>*American Red Cross = annual requirement; American Heart Association = every 2 year</b>									
Forklifts (PIT's)	8 hrs					4-8 hrs			if accident/if deficient
Hazard Communication	4 hrs			1 hr					
HTRW	40 hrs			8 hrs					addn'l 24 hrs OJT
Hearing Conservation	4 hrs			1 hr					
Ladders	X								and as necessary
Lead Abatement	2-8 hrs								
Ld. Abate. Supervisor	40 hrs			8 hrs					Medical Clearance
Lead Inpsector	24 hrs					8 hrs			Medical Clearance
Lead Abate. Worker	24 hrs			8 hrs					Medical Clearance
LifeSaving/Safety Skiffs	X								Drills every 6-12 mos.
LockOut/Tagout	4 hrs			2 hrs					
Supervisor Safety Mtngs.			X						
Employee Safety Mtngs.		X							
Personal Protective Equip	X								Refresh per manufact.
Powered Hand Tools	X								
Respiratory Protection									
Trainers	8-16 hrs						X		Medical clear/refresh
Resp. Users/Employees	4-8 hrs			X					Medical clearance
Fit-testing	X			X					
Safe Lifting	X								Refresh as necessary
Telecommunications	X								And as needed
Welding Safety	X								Refresh as necessary
Wildfire Control	X								Refresh as necessary

**A Summary of**  
**Occupational Safety and Health**  
**Required Training**  
**(3/2005)**

This document has been prepared to aid you in determining the appropriate training requirements that are applicable to you and your personnel. It details a good number of items but should not be considered all-inclusive. It includes an initial list of occupational safety and health training requirements for District personnel. This list deals with USACE required training as well as the training specifically stipulated by OSHA standards and/or other regulations.

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**NOTE:** Within the following descriptions, the term “**Competent Person**” is used. This term normally means “one who can identify existing and predictable hazards in the working environment or working conditions that are dangerous to personnel and who has authorization to take prompt corrective measures to eliminate them.” (EM 385-1-1, page Q-14). Normally this is someone who is considered well versed in the subject matter - by way of his or her training and experience. Competency is normally determined by the Site Manager but SO can be consulted for final determination.

A “**qualified person**” on the other hand, is “one who, by possession of a recognized degree, certificate or professional standing, or extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work or the project.” (EM 385-1-1, page Q-56)

**So a “competent person” may not necessarily be qualified.**

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**1. All Terrain Vehicles (ATV), EM 385-1-1, Section 18.D;** ATV training is required for anyone who will be operating an ATV, prior to actual operation. A valid state driver’s license is also required.

Every ATV operator shall have completed a nationally-recognized and accredited ATV training course (such as provided by the Specialty Vehicles Institute of America, or in-house resources that have been certified as trainers by an accredited organization). The operator must also pass an operating skills test prior to being allowed to operate an ATV. Training is approximately 4 hours and a periodic refresher is recommended.

**2. Asbestos Abatement, 29 CFR 1926.1001, 29 CFR 1910.1001;** Training is provided prior to initial assignment of related duties and annually thereafter. The following levels of training are required:

(a) **Inspecting Buildings for Asbestos-Containing Materials:** for individuals who will be conducting surveys for and assessments of ACM and for those persons whose responsibility it is to evaluate data gained from surveys. This must be an EPA-approved AHERA course. Approximately 3 days, available from commercial source. An annual 8-hour refresher is required.

(b) **Managing Asbestos in Buildings:** for persons who have completed the course Inspecting Buildings for ACM (see above), and who will be responsible for developing and/or implementing management plans for asbestos in buildings; Approximately 2 day course, available commercially. An annual 8-hour refresher is required.

(c) **Supervision of Asbestos Abatement Projects (Competent Person):** for individuals who perform, supervise, or oversee asbestos work. For those limited to Class III and IV work, training equivalent to the 16-hour O&M course is acceptable. Otherwise this training must be obtained at a comprehensive 5-day EPA Model Course for Supervisors. This training includes individual respirator fit-testing, 14 hours of hands-on training and a written examination of 100 multiple choice questions with a passing level of 70%. 32-40 hours, available commercially with an annual 8-hour refresher.

(d) **Designing Asbestos Response Actions:** for design professionals involved in asbestos response actions. An advanced course must have Supervision course or equivalent to register. Approximately 32 hours, available commercially; annual 8-hour refresher required.

(e) **Abatement Courses:**

(1) - Class I (for removal of thermal system insulation containing more than 1% asbestos from pipes, fittings, boilers, tanks, ducts, etc.) requires four days of **Asbestos Abatement Worker Training**. This training also includes individual respirator fit-testing, 14 hours of hands-on training and a written examination of 50 multiple choice questions with a passing level of 70%. 32-hour course, available commercially with an eight-hour annual refresher course.

(2) - Class II (for roofing, flooring, siding, ceiling tiles or transite panels) requires 8-hours. The training is abbreviated because it does not entail the in-depth training about enclosures, ventilating equipment, medical surveillance, air monitoring and respiratory protection required for Class I Abatement. Training shall include hands-on training.

(3) - Class III for repair and maintenance operations (**O&M Worker Training**) where ACM or Presumed ACM (PACM) is likely to be disturbed. The course shall include hands-on training and be at least 16 hours in length.

(4) - Class IV; for maintenance and custodial activities during which employees contact but do not disturb ACM or PACM. This is a 2-hour “asbestos awareness” training for maintenance and custodial workers. Annual refresher training is required but the length of such training is not specified. Can be obtained from SO, from an in-house “competent” person (contact SO if not sure) or from an outside vendor.

(5) - Occupant Asbestos Awareness Training - Facility managers of buildings containing ACM shall notify building occupants through written notices or awareness training sessions about the building’s O&M program.

**3. Bloodborne Pathogens (BBP), 29 CFR 1910.1030.** Purpose is to prevent the spread of BBP for employees reasonably anticipated to have occupational exposure to blood or other potentially infectious materials. Training shall be within 10 days of initial assignment to tasks involving such exposures and at least annually thereafter. Initial training for train-the-trainers, approximately 2 days with refresher every 2 years- all available from SO. Training for others provided annually, approximately 4 hours, by the project’s trainer. An Exposure Control Plan is required for each worksite with appropriate hazards.

**4. Boat Operations, EM 385-1-1, 19.A.02, 19.C.05; ER 385-1-91;** requires that Government operators be licensed or certified in accordance with the following:

a. Officers and crew of floating plant shall be licensed and/or documented by the USCG when the plant is subject to one or more of the following criteria:

**(1) The vessel is inspected and certified by USCG in accordance with EP 1130-2-500, Appendix L.**

(2) The vessel is normally engaged in or near a channel or fairway in operations that restrict or affect navigation of other vessels and required by law to be equipped with radio-telephones of the 156-162 band frequency, or

(3) Floating plant is engaged in the transfer of oil or hazardous material in bulk.

b. A USCG Radar Observers endorsement on licenses is required for all Operators of Uninspected Towing Vessels, Masters, and Pilots on radar-equipped vessels 26 ft or more in length. Endorsements must be issued from a USCG-approved training facility.

c. For operators of uninspected vessels > 26’ OR for Contractor personnel operating COE vessels < 26’ in length, the following shall apply:

(1) A boating safety course meeting the criteria of the USCG Auxiliary, National Association of Safe Boating Law Administrators (NASBLA), or equivalent; AND

(2) Motorboat handling training, based on the type of boats they will operate, provided by qualified instructors (in-house or other). Operators must pass a written and operational test.

(3) Current USCG licensed personnel are exempt from the boating safety training, but they shall complete the written exam and operational test.

d. Government operators of floating plant that does not meet the criteria of 4.a.(1) above, (which equates to personnel operating boats less than 26 feet in length) shall be licensed and certified in accordance with the requirements of ER 385-1-91.

**- District Motorboat Director (in SO)** - must be a graduate of the 40-hour HQUSACE-approved Motorboat License Examiner Training Course. Training available from in-house licensed examiners – contact SO for list of names.

**- Other District Motorboat Instructors** must be graduates of the 40-hour HQUSACE-approved Motorboat License Examiner Training Course. To maintain certification as a motorboat instructor, USACE employees must participate as an instructor in at least one 24-hour motorboat training course or 8-hour refresher course every three years. If an instructor fails to meet this requirement, their certification is revoked and can only be reinstated once the employee attends and passes another 40-hour Examiner Training Course. (A qualified individual designated as the USACE Command's marine licensing official will perform licensing and certification. This person must have successfully completed a HQUSACE-approved boat operator's course and be licensed prior to official operation of a USACE vessel.)

**- Motorboat Operators** must complete a 24-hour HQUSACE-approved Motorboat Operator Training course and be licensed prior to official operation of vessels. All motorboat operators must attend an 8-hour refresher training course every five years to maintain certification.

**5. Collateral Duty Safety Officer (CDSO) Training, EM 385-1-1 and 29 CFR 1960.58.** Within six months after being assigned as a CDSO, an individual must receive training to fulfill the CDSO's assigned duties. As a competent person, the CDSO must be capable of identifying actual or potential hazards in the workplace as well as unsanitary, hazardous or dangerous working conditions and be authorized to take prompt corrective actions to eliminate them. The CDSO has to be trained to perform his duties by being provided an OSHA CDSO course or equivalent and other courses that deal with the specific hazards in the CDSO's area of responsibility.

**6. Commercial Driver's License:** All civilian operators are required by licensing states to obtain a CDL. DOD and contract employed civilians (except fire fighters) must have a state-issued CDL in order to operate the following government owned or leased vehicles **off** the installation:

- a. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds, or any such vehicle towing a vehicle not in excess of 10,000 GVWR

- b. Any combination of vehicles(s) with a combined GVWR of more than 26,000 pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- c. Any vehicle designed to transport 16 or more persons, including the driver.
- d. Any vehicle which requires hazardous material placards.

**NOTE: There is a single exception to the policy** – DOD civilian operators who operate government vehicles totally WITHIN the confines of any government or military installation and NEVER ON A PUBLIC HIGHWAY will not be required to obtain a CDL. A CDL will be required if the DOC civilian driver has to use a public highway at any time or any reason.

**7. Confined Space Entry (CSE), EM 385-1-1, section 06.I; 29 CFR 1910.146;** for entry supervisors, entrants, attendants and rescue teams involved in any CSE work, as well as for those individuals that monitor the programs of others. Training is provided prior to assignment of CSE-related duties, whenever conditions affecting permit-required confined space change, annually (including rescue drills) and every time additional training is necessary to insure safe CSE. The employer must certify that each employee has been trained and is proficient in his/her individual CSE duties. **For persons who monitor the CSE programs of others (e.g., construction inspectors, QA's),** an approximate 2-hour awareness course can be obtained from SO. Training ranges from 2 - 32 hours, depending on degree of detail needed and can be obtained from SO or commercial sources.

**8. Contract Diving, EM 385-1-1, Section 30.** All Contract Diving operations will be monitored and/or inspected by USACE employees who are certified as diving supervisors or diving inspectors through one of the USACE sponsored training courses conducted at the Florida Keys Community College (FKCC). Refresher training is required every four years.

Contract dive companies must meet all the requirements of the EM 385-1-1, Section 30, to include current CPR/First Aid, medical evaluations, and evidence of required training and experience for their divers. Contractor submittals include their Safe Practices Manuals, Dive Operations Plan, Activity Hazard Analysis, Emergency Management Plan and Dive Personnel Qualifications.

**9. Crane Safety, 29 CFR 1926.550 and EM 385-1-1, 16.C.04;** requires the employer to designate a competent person to inspect all hoisting machinery and equipment prior to and during use. A thorough annual inspection of the hoisting machinery shall be made by a competent person or a government or private agency recognized by the US Department of Labor.

- a. Only qualified, designated persons may operate cranes or derricks.

- b. In addition to fully qualified crane operators, the following personnel may be designated to operate cranes under limited conditions:

- (1) Trainees under the direct supervision of the designated operator of the crane;



(2) Maintenance personnel who have completed all operator trainee qualification requirements. Operation is limited only to those functions necessary to perform maintenance or verify performance of a crane; and

(3) Inspectors who have completed all operator trainee qualification requirements. Operation is limited only to functions necessary to accomplish inspection.

c. Contractor ***crane and derrick operators*** shall be designated as qualified by a professional crane/derrick training or certification source that qualified crane and derrick operators (e.g., an independent testing and qualifying company, a union, a governmental agency, or a qualified consultant (can be an in-house resource)).

d. All Government or Contractor operators shall be instructed in and qualified for each type of crane or derrick he/she is to operate.

e. ***All USACE crane and derrick operators*** shall successfully complete a minimum 24-hour crane operator's course that covers general crane operation and safety. It shall include a written and a practical operating examination, as stipulated in Appendix G of EM 385-1-1, every five years. An 8-hour annual refresher course that covers safe operation of the type of crane or derrick they operate shall also be provided to each operator.

In addition, all crane/derrick operators shall meet the physical qualifications listed in Appendix G, conducted at least every 2 years (16.C.05.b.).

**10. Defensive Driving, EM 385-1-1, 18.B., Appendix L.** This requirement is for all team members who drive government vehicles (including GSA contract vehicles), rental cars or POV's, while on official duty. It is mandatory prior to assuming driving duties and required every four (4) years thereafter. Training must be from a nationally recognized agency such as the National Safety Council (NSC), or American Automobile Association (AAA), or equivalent. Certain on-line training packages are acceptable as well.

**11. Drilling, EM 385-1-1, 16.M.05;** All members of drilling crews shall be trained; training is based on equipment operating manual and hazard analysis for the activity. Training provided at time of job assignment by foreman, supervisor or other with coordination from SO if needed. Continuous on-the-job training should address pertinent issues.

**12. Drowning Prevention, EM 385-1-1;** requires employees potentially exposed to drowning hazards to be trained in the recognition and control of drowning hazards in accordance with their JHA and when applicable, AHA. Normally provided by project personnel, no specified length of training.

**13. Electrical Safety-Related Work Practices, 29 CFR 1910.332;** Train employees in the safe work practices required by 1910.331-335 that pertain to their respective job assignments.

**14. Emergency Evacuation and Fire Prevention Plans, 29 CFR 1920.38, EM 385-1-1;** for all employees upon initial assignment to an organization and at least annually (the frequency depending on the facility). Training deals with handling emergency situations, to include use of emergency and rescue or life saving equipment, drills and implementing the elements of these plans.

**15. Emergency Spill Response (HAZWOPER - Hazardous Waste Operations and Emergency Response), 1910.120;** requires employees to be trained to provide their designated level of response to hazardous substance spills. The levels are First Responder Awareness Level, First Responder Operations Level, Hazardous Materials Technicians, Hazardous Materials Specialist and On-Scene Incident Commander. Mobile District employees are generally limited to the First Responder levels. After initial 40 hours spill response training, team members are required to have 8-hour refresher annually, including an emergency drill in response to a simulated hazardous chemical spill. Initial training is obtained from a commercial source, refresher can be performed by SO or commercial source.

**16. Ergonomics - Cumulative Trauma Prevention, EM 385-1-1, section 06.K;** For all workers performing activities that stress the body's capabilities (lifting, handling, carrying, rapid and frequent application of high grasping forces, repetitive hand/arm manipulations); incorporate them into the AHA/JHA. Approximately 2 hours, available from SO and commercial sources.

**17. Explosive Actuated Tools, EM 385-1-1, section 13.E;** Only qualified operators shall operate; Qualified operator has been trained by an authorized instructor (one who has been trained, authorized and provided an authorized instructor's card by the tool manufacturer or by and authorized representative of the tool manufacturer), has passed a written examination provided by the manufacturer of the tool and possesses a qualified operator's card supplied by the manufacturer and issued and signed by both the instructor and the operator.

**18. Fall Protection, 29 CFR 1926.503 and EM 385-1-1, section 21.A.16;** requires fall protection training be provided for each employee who might be exposed to fall hazards. Employer must insure that a competent person teaches affected employees about the nature of fall hazards in the work area; Retraining shall occur as necessary to maintain employee understanding and knowledge of compliance. The employer must have written certification for all fall protection training performed. Training normally 2-4 hours, performed by vendors, manufacturers, consultants or commercially. Contact SO if you need help locating a source.

**19. Fire Extinguishers, 29 CFR 1910.157, EM 385-1-1;** for employees who would use fire extinguishers while responding to fires. Training is provided upon assignment of related duties and at least annually thereafter. Training can be performed in-house, via SO, videos, local fire department representative, etc

**20. First Aid/CPR/AED, 1910.151;** to insure personnel are available to provide emergency first aid when medical assistance is not readily available. When a medical facility or physician is not available within five minutes, at least two first aid attendants shall be available on each shift, having current certification in first aid (approximately 8 hours; training not more than three years old) and CPR (requires annual refresher from the American Red Cross (ARC), bi-annual refresher (every 2 years) from the American Heart Association (AHA) or equivalent. Employees who work alone in remote areas shall also be first aid certified. Where Automatic External Defibrillators (AED's) are stationed at worksites, employees must hold a CPR/AED certificate through ARC or AHA. A quarterly refresher on the use of the AED is recommended.

**21. Fixed Fire Extinguishing Systems, 29 CFR 1910.160;** Train personnel designated to inspect, operate or repair these systems and annually review their training.

**22. Forklifts/Powered Industrial Vehicles, 29 CFR 1910.178 and EM 385-1-1, Section 16.A.24.** Training is required for employees operating forklifts, tow motors, platform lift trucks and other powered industrial trucks. Program must be in place that addresses training and certification, and authorization of the operators of these vehicles. Initial training must be both classroom and practical operation of the same type of truck the student uses on the job. **Training and evaluation are required initially, at least once every three years and when/if any of the following occurs:**

- operator is involved in an accident or near-miss;
- operator has been observed driving in an unsafe manner;
- operator is assigned a different type of truck;
- operator needs additional training; or
- when there are changes in the workplace that may affect safe operation of the truck (i.e., different type paving, reconfiguration of storage racks, new construction leading to different layout of the workplace, restricted visibility, etc.).

Training is available from in-house competent person train-the-trainer, or commercially.

**23. Hazard Communication (HAZCOM), 29 CFR 1910.1200;** for all employees potentially exposed to hazardous chemicals in the workplace. Training consists of an initial four-hour DOD Federal Hazard Communication Program videotape training with workbooks, a worksite-specific review of material safety data sheets (MSDS's) and the HAZCOM Standard, a review of the MSDS for each new hazardous chemical introduced into the workplace and annual worksite-specific refresher training. The worksite-specific training normally requires about an hour.

**24. Hazardous, Toxic and Radiological Waste, HTRW, EM 385-1-1, section 28, 29 CFR 1910.120;** All employees working on an HTRW activity and their supervisors and management responsible for the activity, shall receive training before they are allowed to engage in HTRW activities that could expose them to hazardous substances or safety or health hazards. Employees are prohibited from participating in, or in the on-site

supervision of, HTRW activities unless they have been certified as having successfully completed the training to a level required by their position function and responsibilities. Initial worker training approximately 40 hours off site and 3 days OJT under supervision of trained supervisor, obtained from commercial source; refresher worker training approximately 8 hours available through SO or from commercial source; ON-SITE Supervisor training approximately 40 hours initial plus 3 days OJT **PLUS** 8 hours additional - no additional refresher beyond annual 8 hours;

**25. Hearing Conservation, 29 CFR 1910.95;** for employees occupationally exposed to continuous sound levels equal to or greater than an 8-hour time-weighted average of 85 decibels (dBA) or impact noise equal to or greater than 140 dBA. Training is at time of initial assignment and annually thereafter, provided by SO or competent project staff (materials can be obtained from SO).

**26. Ladders, 29 CFR 1926.1060;** requires that a competent person train each employee who uses ladders (and stairways) about the nature of the workplace's fall hazards, the proper construction, placement, use and care of all stairways and ladders, maximum intended load carrying capacities of used ladders and the standards contained in Subpart X, 29 CFR 1926. Retraining shall occur as necessary to maintain employee understanding and knowledge for compliance.

**27. Lead Abatement, 29 CFR 1926.62;** Training is provided prior to a related job assignment for team members subject to exposure at or above the lead action level or for whom the possibility of related skin or eye irritation exists. Annual training is also required. Related work operations include abrasive blasting, welding, torch cutting, burning, scraping, sanding, demolition, salvage, removal or encapsulation of lead containing structures. These are operations that should normally be contracted to lead abatement firms. If COE employees, however, do perform these operations, they need to fulfill all of the training and certification requirements of OSHA, EPA and the state having jurisdiction. There are Lead Abatement Supervisor (40 hours) courses, Lead Inspector Courses (24 hours), Lead Risk Assessor (16 hours) and Lead Abatement Worker (24 hours) as well as 8-hour refreshers for each. Contact SO for identification of your needs, or a source.

**28. Lifesaving and Safety Skiffs, EM 385-1-1, section 05.J;** Personnel shall be trained in launching and operating the skiff; LifeSaving personnel shall perform a lifesaving drill before initiation of work at the site and periodically thereafter (at least monthly or whenever new personnel are involved).

**29. LockOut/TagOut, Control of Hazardous Energy, EM 385-1-1, section 12; ER 385-1-31; 29 CFR 1910.147;** for employees involved with hazardous energy control procedures. Training is provided initially and at least annually thereafter and as necessary to maintain proficiency in related procedures. Training will include recognition of hazardous energy sources in the workplace, the types and magnitudes of energy associated with them and related lockout/tagout procedures. Initial training

provided by SO & OP; refresher provided by project's competent person (may contact SO for necessary materials) or SO.

**30. Monthly Supervisor Safety Meetings, EM 385-1-1.** The Project/Site Manager holds these meetings with the project's supervisors to review accident experiences, countermeasures, ongoing or new hazardous activities and related control measures and other subjects to prevent accidents and ensure compliance with safety and occupational health requirements. These meetings are often held in conjunction with monthly safety meetings.

**31. New Employee Orientation, EM 385-1-1.** All employees, to include temporary labor, summer-hires, co-ops, interns, students and trainees, shall be trained about his/her job hazards and related control measures (via the job hazard analysis), the organization's safety and health policies, responsibilities and procedures for safe work practices and accident reporting, procedures for identifying and correcting unsafe work conditions and practices, provisions for medical facilities and emergency response and all other applicable safety and health requirements.

**32. Open Surface Tanks, PPE and First Aid, 29 CFR 1910.94;** for employees who use such tanks for degreasing, washing, dipping, alkaline-cleaning, etc. Employees must be instructed about the hazards of their tank operations and the personal protection and first aid procedures applicable to these hazards.

**33. Personal Protective Equipment (PPE), 29 CFR 1910.132;** for employees required to use PPE. Training is provided prior to initial use, each time new PPE is required and as needed to maintain proficiency in the use, maintenance and disposal of PPE (for all purposes, at least annually). In addition to addressing the above PPE issues, supervisors need to teach their employees what specific PPE is required for their occupational hazards, how to properly don, doff, adjust and wear it and the PPE's limitations.

**34. Powered Hand Tools, 29 CFR 1926.302;** requires employees to pass a proficiency test prior to use of such tools.

**35. Respiratory Protection, 29 CFR 1910.134;** for employees requiring the use of respirators, regardless of length of use. Training is as for other PPE, but also includes details of the facility's Respiratory Protection Program or Procedures. This training must be provided by a competent person (Respiratory Protection Coordinator, Environmental Coordinator, SO) who has successfully completed an OSHA Respiratory Protection Course or equivalent training. Train-the-trainer classes should be taken approximately once every 4 years (SO provides these 8-hour classes). Fit-testing of all respirators is to be performed annually.

**36. Safe Lifting, EM 385-1-1, section 14.A;** Employees shall be trained in and shall use safe lifting techniques. Normally provided in-house as an initial training with periodic refreshers recommended; materials can be obtained from SO to aid in training.

**37. Telecommunications, 29 CFR 1910.268;** Train employees working in this field. Can be done in-house or by vendor but must cover topics detailed in 1910.268.

**38. Weekly Toolbox Meetings, EM 385-1-1.** Foremen or supervisors shall conduct tool box meetings at least weekly to review past activities, plan for new or changed operations, establish or review activity hazard analyses and safe work procedures and provide team members other pertinent safety and health training. These meetings usually address the specific safety needs of the individual group; i.e., Mechanical Shop's material safety data sheets, section's hazards and personal protective equipment, individual accidents or near misses, etc.

**39. Welding Safety, 29 CFR 1910.253 and EM 385-1-1;** requires welders, cutters and their supervisors to be trained in the safe operation of their equipment. American Industrial Hygiene Association's publication entitled "Welding Safety and Health" is recommended by EM 385-1-1 for use during this training. Employees in charge of oxygen or fuel-gas supply equipment shall be instructed about the safe use of this equipment and judged as competent by their employer for its use prior to being placed in charge of it.

**40. Wildfire Control, EM 385-1-1;** for all personnel on wildfire control teams; shall include fireline safety, fire behavior suppression methods, communications, use and care of protective and firefighting equipment.

## **REFERENCES**

1. 29 CFR 1910, Occupational Safety and Health Standards, Occupational Safety and Health Administration (OSHA)
2. 29 CFR 1926, Safety and Health Regulations for Construction, OSHA
3. 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
4. 40 CFR 763, Asbestos-Containing Materials in Schools, Asbestos Hazard Emergency Response Act
5. OSHA Instruction CPL 2-2.63, Inspection Procedures for Occupational Exposure to Asbestos, Final Rule, 29 CFR Parts 1910.1001, 1926.1101 and 1915.1001
6. ER 385-1-31, Control of Hazardous Energy
7. EM 385-1-1, USACE Safety and Health Requirements Manual